



BLOXHAM SCHOOL VACANCY INFORMATION FOR **ASSISTANT REGISTRAR**

Bloxham School is an independent, co-educational boarding and day school for boys and girls aged 11 to 18 situated in north Oxfordshire. We are proud to boast state-of-the-art facilities for academic work, sport, technology and the arts on a modern, single-site campus. With around 500 students, Bloxham is small enough to ensure that each student receives individual attention, yet large enough to offer every opportunity a school twice its size could deliver. Our flexible approach to boarding responds to the demands of modern family living, with all our students joining us as either boarders, day boarders or day students.



THE VACANCY

Bloxham School is seeking to appoint an Assistant Registrar. This is a key role within the Schools' Marketing and Admissions team, reporting into the Head of Admissions, the role is to provide key administrative and customer service support to the busy Admissions Department and deputise for the Registrar in their absence. The Assistant Registrar will provide administrative support to ensure that procedures are adhered to and that processes and events run smoothly, in relation to the 11+, 13+ 16+ Admissions process.

The post holder will be a brand ambassador for the school, who understands the Bloxham value proposition and appreciates individual parent and student needs in order to effectively sell the School. The Assistant Registrar should appropriately tailor their approach to each situation to provide a personalised visit experience and drive a high rate of conversion. To qualify and convert enquiries into firm applications, helping drive new enrolments.

Key Responsibilities

- Work closely with the Head of Admissions and the admissions team to ensure we provide an outstanding customer journey for all prospective families
- Develop rapport with prospective parents and students and maintain contact with all live enquiries during the admissions process
- Conduct pre-visit surveys to gather as much information on specific needs, background and profile of each parent and student pre-visit to prepare and tailor the approach
- Deliver personalised visit experience to each prospective parent and student and provide post tour feedback on all families
- Conduct tours of the school and answer parent and student queries after their tour
- Proactively follow up all post visit enquiries, to convert to the next stage of the admissions process.

- Ensure timely and efficient correspondence with all prospective families post visit through to finalisation of offer letters and contracts in conjunction with the Admissions Enquiries Officer; liaising on outcomes; liaising with finance regarding candidate bursary applications; processing acceptance of places and keeping the Head of Admissions aware of numbers
- Conduct follow up calls to parents who did not choose Bloxham School to build a body of knowledge on where the school loses pupils to and areas for improvement
- Build relationships with key partners, including feeder schools
- Assist with the management of the weekly/monthly reporting and forecasting of admissions figures in conjunction with the Head of Admissions
- Support the organisation and delivery of admissions related events and act as a brand ambassador for the school
- Keep up to date on admissions based information on competitor schools
- Each member of the team is expected to support and deputise for their team colleagues to ensure we deliver the same support and advice for families considering to bring their child here
- Other tasks which may be required for the varied nature of this role

KEY INFORMATION

Start Date: As soon as possible

Accountable to: Head of Admissions

Working Hours: Open to applications for both full-time and part-time hours, 52 weeks a year. Unfortunately term time only cannot be considered for this position. Hours are worked on a rota basis and set out in agreement by the Head of Admissions, this will include Saturday mornings and some evenings.

Salary: Competitive

Closing Date: 9 a.m. on Thursday 8th December 2022



BENEFITS

- Enrolment into the pension scheme
- Tea, coffee and lunch provided during working hours
- Free parking on site
- Access at no charge to the School's sporting, swimming and fitness facilities, including gym and tennis courts
- Strong, supportive staff community with a school councillor available
- Opportunities for continuous professional development

PERSON SPECIFICATION

Applicants for this role should be able to demonstrate the following qualities and skills:

- Excellent written and verbal communication skills with a pleasant and confident manner
- Excellent people skills with the ability to interact confidently in person and on the telephone with different types of people
- A strong service ethic with the desire to deliver a high standard of customer service
- Outcome focussed, concerned with results
- Strong attention to detail with the ability to be precise and accurate with data
- High level of personal organisation skills
- Good ICT skills (e.g. Word, Access, Excel, PowerPoint)
- Flexible attitude

HOW TO APPLY

Closing Date: 9am on Thursday 8th December 2022

Interview Date: to be confirmed

To apply for this role please complete the Bloxham School support staff application form. Applications will be assessed upon receipt, and we reserve the right to interview and appoint prior to the closing date. Therefore, an early application is strongly advised.

For further information please visit the Bloxham School website. If you have any queries, please contact the HR Department on 01295 232160 or at recruitment@bloxhamschool.com.

We look forward to receiving your application.

SAFEGUARDING

The post holder's responsibility will include promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. The post holder will be required to adhere to and ensure compliance with the School's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead.